

City of Chattanooga, TN
Personnel Class Specification

Class Code 0284

FLSA: Exempt

CLASSIFICATION TITLE: Police & Fire Recruitment Supervisor

PURPOSE OF CLASSIFICATION

The purpose of this classification is to coordinate staff in selection and background investigation functions of sworn and civilian applicants to the fire and police departments. Duties and responsibilities include, but are not limited to: managing the departments testing and selection activities and background investigations, assigning work and organizing work flow and performing other duties as required.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs and evaluates assigned staff in completing the comprehensive background investigations, testing, clerical and all hiring activities for the fire and police departments. Processes employee concerns, directs work, counsels employees and prepares performance appraisals.

Establishes procedures and policies for processing applicants for employment in sworn and civilian positions. Develops and recommends standards of procedures for recruitment and selection and personnel policies and procedures. Conducts research. Reviews, revises and/or approves changes to existing programs, policies and procedures. Establishes policies and procedures for processing applicants for employment in sworn and civilian positions.

Coordinates staffing process to fill vacancies at Police Department and Fire Department; reviews all incoming documentation on applicants; ensures compliance with state and local regulations; ensures timely processing of all applications; activates and inactivates files in applicant tracking system; enters summarized reports and data into confidential tracking system; identifies those applicants qualified for hire for police and fire department vacancies; makes recommendation for hire of all sworn and civilian positions of those most qualified.

Conducts screening interviews with all eligible applicants; schedules, administers and/or monitors entrance exams to include written, physical ability and psychological tests. Schedules polygraph tests and reviews polygraph reports; processes and files test results; maintains confidentiality of all examinations as required by law; prepares and reviews eligibility lists and certification documents.

Coordinates background investigations for selected applicants. Assigns to staff or conducts background investigation on selected candidates; interviews past and current employers, references, landlords, neighbors, and other individuals associated with applicant; requests or personally conducts criminal history checks; orders transcripts, driver's license records, military records, credit bureau report, and other background information; compiles comprehensive background investigation report; maintains and organizes background files; reviews applicant files and investigative reports for accuracy and completeness.

Extends job offers and advises applicants by mail or phone; verifies salaries; schedules new hires for paperwork processing; advises employees of current personnel policies and procedures.

Conducts training for new employee orientation, harassment and EEOC issues, investigative techniques and employment laws. Establishes and schedules training and development programs and seminars for police and fire employees. Performs needs analysis for program development.

Researches, evaluates and recommends the purchase of police and fire entrance exams from various vendors.

Conducts internal investigations of harassment complaints city-wide; interviews complainants, witnesses, department personnel, accused parties and other involved parties; confers with City attorneys, department heads and other officials regarding the investigation; gathers evidence and documents; reviews files; prepares comprehensive internal investigation report; makes copies and distributes to authorized personnel; testifies in court and at personnel hearings regarding internal investigations and other issues.

Meets and confers with Police Chief and Fire chief and their designees as necessary.

Maintains and organizes applicant files and confidential investigation files; prepares and reviews statistical reports for EEO or test validation; reviews reports to evaluate productivity of staff.

Prepares and delivers oral and written presentations.

Composes, types and/or prepares letters, correspondence, memoranda, reports, and other documents; reviews for accuracy and completeness; maintains copies for departmental use and future reference by authorized individuals.

Attends meetings, training seminars, and workshops as required; reads trade journals, newsletters, legislative updates, and other materials to keep apprised of changes in legislation, procedures and other related areas.

Answers incoming phone calls; responds to questions and provides information to the public both in person and via telephone.

ADDITIONAL FUNCTIONS

Performs general administrative duties such as mailing applications to applicants, filing documents and folders, shredding and purging old files, faxing requests for information, and making copies of various reports, manuals and documents.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in personnel management, business administration, or closely related field; supplemented by three (3) years previous experience and/or training involving personnel, investigative, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess several licenses and/or certifications to include: Basic Instructor, Internal Investigator, Background Investigator, NCIC, Police Academy and State Peace Officer Certification.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Edited: April 2004